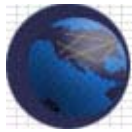




Structured Protocol SIG Teleconference, July 6, 2004

Structured Protocol SIG Teleconference

Date, Time & Location:	June 29, 2004; 12:00-1:00; Teleconference		
Attendees:	Center	Attendee	
	UPMC	Doug Fridsma	
	City of Hope	Joyce Niland	
	Mayo Clinic	Lori Wangsness	
	Mayo Clinic	Sharon Elcombe	
	UC Irvine	Andrea Hwang	
	BAH	Scott Finley	
	BAH	Davis Bu	
	NCI	Brenda Duggan	
	NCI	Christo Andonyadis	
	NCI	Smita Hastek	
Agenda:	<ol style="list-style-type: none"> 1. Introductions 2. Review of minutes from last meeting 3. Update on tasks 4. Discussion of use case scenarios 5. Planning for face-to-face meeting 6. Schedule of future meetings 		
Review of minutes:	<p>Discussion of last meeting minutes:</p> <ul style="list-style-type: none"> • Need to collect and store not only protocol information, but information about the protocol itself <ul style="list-style-type: none"> ◦ Roles, responsible agents, funding mechanisms • CTEP— need to coordinate our SIG with the CTEP efforts <ul style="list-style-type: none"> ◦ A request has been put in to get information about CETP and DCP—current information at NCICB is outdated 		
Discussion of Use cases:	<p>We should create a list of use cases that define a range of problems</p> <p>Current use cases:</p> <ul style="list-style-type: none"> • NCICB has use cases that are not formalized, but used to drive data collection templates. Most focus on computable representations • CIH has use cases around summary 4, some of which are on the web already <p>BAH is finalizing a template for use cases, and Davis will distribute this when it becomes available</p> <p>We will still need to identify gaps in summary 4 data and in the use cases—the list of possible use cases might help</p>		
Update on other drivers	<p>CDIS/HL7 update</p> <ul style="list-style-type: none"> • The original structured protocol representation was not computable, and mainly a document template. Based on comments, they are going back to the drawing board to revise. It will be important for caBIG to have representation at the next meeting and continue to provide feedback 		
Plans for face-to-face meeting	<ul style="list-style-type: none"> • BAH is still finalizing the format • Planning on 2 hour meeting for each of the SIGs at the end of day 1, and with minimal overlap. Our sig will overlap with finance/billing SIG 		
Items for next meeting	<p>Next meeting July 6th, 1:00-2:00 EDT</p> <p>July 20th will be a face-to-face meeting</p> <p>Plan for this SIG to meet the 1st and 3rd Tuesday from 1:00-2:00 EDT.</p>		



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Action Items:	Name Responsible	Action Item	Date Due	Notes
	All Participants	Submit use cases	July 6, 2004	
	Davis Bu	Disseminate use case templates	July 6, 2004	
	Smita Hastek	Collect CTEP/DCP information	July 6, 2004	
	Smita Hastek	Reach out to HL7/CDISC group	July 6, 2004	